Michigan e-transcript

parchment™
credentials unleashed

Tips:
Make It An Easier End-of-Year

2013

As we near the close of another year, you've got a list of to-do items that only school administrators, counselors, and registrars truly understand. Before you leave for the December holidays, here are a few tips and tricks for your Parchment solution.

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Info for Students

Detailed Instructions for Students

If your students need help registering and using Parchment to request and manage electronic transcripts:

SHARE THIS LINK OR PRINT THESE INSTRUCTIONS
to provide step-by-step guidance.

Quick Links

Contact Parchment Customer Support

More Info on Parchment Solutions

Get Insight into Transcript Trends -
Take Advantage of Parchment Reports

The end of the year is a great time to run reports to assess transcript-related trends and statistics. Maybe you want to know how many transcripts you've processed this month or what percentage of your students have applied to college. You can even keep an eye on scholarship opportunities at particular schools by running a report on the most popular schools for your seniors and proactively monitoring them. Please leverage the full power of Parchment solutions by exploring the reporting options.

To run reports:

1. Sign in to Parchment.
2. Click on the *Send* tab and then the *Report* tab.
3. Use any combination of the *Reports* fields to run targeted searches. Then export the results to Excel from the link at the bottom of the page.

Keep Contact Info Up-to-date - Manage Your Parchment Users and Admins

It's important to keep your Parchment user list up-to-date to remove past users and ensure that current users receive appropriate communications from Parchment. Parchment will often reach out via e-mail and phone with important updates and want to make sure they're connecting with the right people. Please take a few minutes and update your user list.

Please note that while all administrators can access and update their own contact info, only those administrators with the "Site Administrator" role will have permissions to add, edit, and delete administrators.

To view your current contact information and/or update your user list:

1. Sign in to Parchment.
2. Find the *Settings* section of the homepage.
3. Click the *Send* link.
4. Click the *Administrators* link.
5. Follow the onscreen text to edit your own contact information. Or, for those users with the Site Administrator role to edit, remove or add an administrator.

Alert Students of Holiday Hours & Info - Update Your Parchment Welcome Message

Please consider changing your Welcome Message to let students know holiday office hours and when you'll be closed. Reduce the number of frantic, panicking seniors trying to apply over the holiday by reminding them that transcripts will NOT be processed during that time.

As a general rule, your Welcome Message is the ideal place to post transcript-related notices and keep students informed of office policies, changes, and other critical updates. Of course, you'll need to remember to change your message once you return from the break.

To update the Welcome Message:

1. Sign in to Parchment.
2. Find the *Settings* section of the homepage.
3. Click the *Send* link.
4. Select the *Student Settings* tab.
5. Enter your new Welcome Message.
6. Click *Save* to save your changes.